



Patron: The Rt Hon Dame Elizabeth Gloster DBE
Chair: Ben Giaretta

18 February 2022

Dear Branch Member,

Election of Branch Committee Members for the CI Arb London Branch

1. Retirements from the CI Arb London Branch Committee

At the CI Arb London Branch Annual General Meeting to be held on **Wednesday 20 April 2022**, five elected members of the CI Arb London Branch Committee will retire in accordance with the CI Arb Branch Model Rules.

The following elected Committee members are retiring at the AGM:

James Clanchy*
Abigail Day*
Ben Giaretta
Jean-Francois Le Gal*
Kim Franklin QC*

** James Clanchy, Abigail Day, Jean-Francois Le Gal and Kim Franklin QC, having served only one term, are eligible to stand for re-election this year.*

2. Election of new CI Arb London Branch Committee members

Following the retirements as set out above, there will be ten elected Committee members remaining on the CI Arb London Branch Committee, meaning there will be vacancies for up to five new elected Committee members.

You are hereby invited to nominate a Branch member as a candidate for election to the CI Arb London Branch Committee. Any paid-up CI Arb member with a billing address registered with the CI Arb which is in the geographical area covered by the London Branch is eligible to (i) nominate a candidate or (ii) stand for election themselves. The term of office will be for two to three years, as determined by the requirement in the CI Arb Branch Rules for one-third of the elected Committee members to retire each year. Normally a Committee member may stand for re-election at the end of their first term.

I enclose a Nomination Form, which must be completed and returned to me, by email (arbitration@karinaalbers.com) by **7 March 2022**.

The timetable for the process is as follows (in each case, where documents are to be delivered, that should be by 5 pm on the relevant day):

Monday 7 March 2022	Completed Nomination Forms to be returned to the Honorary Secretary. An election will be required if there are more candidates than available positions on the Branch Committee. The names of all nominated candidates will be published on the Branch's website.
Monday 14 March 2022	Date by which candidates may withdraw or, with their consent, be withdrawn
Thursday 17 March 2022	If an election is required, candidates must send a manifesto to the Honorary Secretary by this date. The manifesto should comprise a 1-page CV for the candidate and a 1-page statement as to why they are seeking election.
Monday 21 March 2022	Voting papers and manifestos of candidates will be sent out to Branch members and published on the branch website. The voting papers will contain information about how to vote.
Tuesday 12 April 2022	Closing date for CI Arb London Branch members to vote.
Friday 15 April 2022	Election results are delivered to the CI Arb London Branch Chair.
Wednesday 20 April 2022	The result of the election will be announced at the CI Arb London Branch AGM. The new Committee members will take up their positions on the Branch Committee at the conclusion of the AGM.

I look forward to receiving your nominations.

Yours sincerely

Karina Albers

**Honorary Secretary
CI Arb London Branch**

THE CHARTERED INSTITUTE OF ARBITRATORS

To: Honorary Secretary
CIArb London Branch

NOMINATION FOR ELECTION TO THE BRANCH COMMITTEE OF THE LONDON BRANCH

In accordance with the CIArb Bye Laws and Branch Model Rules, I wish to nominate:

..... (please use block capitals)

(Candidates must be London Branch members and have a billing address registered with the CIArb which is in the area covered by the Branch, and have paid their annual subscription.)

This nomination is supported by the member below ("Second Nominator"). (Each of the nominee, nominator and second nominator must be a London Branch member and have a billing address registered with the CIArb which is in the area covered by the London Branch, and have paid their annual subscription.)

.....

Signature of Nominator

.....

Signature of Second Nominator

.....

Print Name

.....

Print Name

.....

Date

.....

Date

To be completed by the Nominee:

I, confirm that I am willing to serve on the Branch Committee, if elected, and that my billing address is within the branch geographical area. I have paid my annual subscription.

.....

Signature

.....

Date

Please ensure that this form is returned to the CIArb London Branch Honorary Secretary, by 5 pm on Monday 7 March 2022, by email.

Karina Albers
Honorary Secretary

Email: arbitration@karinaalbers.com